



COUNTY OF PLACER CIVIL SERVICE COMMISSION

Monday – April 14, 2014

CIVIL SERVICE COMMISSION
JOHN COSTA
RON LE DOUX
DON NELSON, **Chair**
ANDRAE RANDOLPH
RICK WARD, **Vice Chair**

MINUTES
4:00 PM Closed Session
4:30 PM Open Session

Nancy Nittler, Personnel Director
Kellie Craig, Executive Secretary

Placer County Personnel – Training Room
145 Fulweiler Avenue, Suite 200
Auburn, CA 95603
530-889-4060

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4:00 PM

ROLL CALL

Meeting was held at the Placer County Personnel Training Room - 145 Fulweiler Avenue, Suite 200 - Auburn, CA
Chair Nelson presiding.
All Commissioners were present.

CLOSED SESSION – PURSUANT TO GOVERNMENT CODE

I. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS

- A. Closed Session - Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957.1 and pursuant to Placer County Chapter 3, Code Section 3.04.650.

4:30 PM

OPEN SESSION

FLAG SALUTE

Led by Commissioner Costa

I. REPORT OF ACTION TAKEN IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.1.

Chair Nelson announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Government Code Section: 54957.1 Public Employee Performance Evaluations.

No action to report.

II. AGENDA APPROVAL

It was moved by **LeDoux** and seconded by **Randolph** to approve the agenda.
Motion Carried Unanimously.

III. MINUTES OF PREVIOUS MEETING – March 10, 2014

Chair Nelson approved the minutes as submitted.

IV. PUBLIC COMMENT – None

V. OLD BUSINESS

- A.** Disciplinary Appeal Hearing Findings –
Health and Human Services
The Commission met on March 13 & 14, 2014 for a closed disciplinary hearing.
The Commission upheld the Department's disciplinary decision.

VI. NEW BUSINESS

- A.** Preliminary Grievance Hearing –
Consideration of the PPEO correctional Officer Sergeants complaint served March 21, 2014 pursuant to Placer County Code Chapter 3, Section 3.08.320.
Postponed to regular Civil Service Commission meeting on July 14, 2014.
- B.** Approval of merit increases for classified employees pursuant to Section 3.04.650 (progression in steps) of the Placer County Code.
It was moved by **Randolph** and seconded by **Costa** to approve merit increases for classified employees.
Motion Carried Unanimously.
- C.** Health and Human Services – Reclassification request and non-competitive promotion in the Health and Human Services Department – Children's System of Care (CSOC) reclassification of (2) Client Services Assistant II positions to classification of Client Services Counselor I.
It was moved by **Ward** and seconded by **Costa** to approve the reclassification request and non-competitive promotion of (2) Client Services Assistant II positions to classification of Client Services Counselor I.
Motion Carried Unanimously.
- D.** Sheriff's Office – Reclassification request and non-competitive promotion. Reclassification and non-competitive promotion of (1) Administrative Secretary to classification of (1) Administrative Technician.
It was moved by **Costa** and seconded by **LeDoux** to approve the reclassification request and non-competitive promotion of (1) Administrative Secretary to classification of (1) Administrative Technician.
Motion Carried Unanimously.

- D. Request for approval of Work out of Class Pay pursuant to Placer County Code Section 3.08.510 (C.)(5.) (c.) for employee(s) assigned to the department(s) of **Administrative Services and Sheriff's Office.**

It was moved by **LeDoux** and seconded by **Ward** to approve the Work out of Class Pay pursuant to Placer County Code Section 3.08.510 (C.)(5.) (c.) for employee(s) assigned to the department(s) of **Administrative Services and Sheriff's Office.**

Motion Carried Unanimously.

VII. COMMUNICATIONS - Reports to the Commission are informational items only. **(No action will be taken)**

- A. Provisional appointment - Assessor
- B. Report of leaves of absence
- C. Staff reports and correspondence
 - 1. Introduction of new staff
- D. Commissioner comments –
Commissioner Nelson and Commissioner Ward met with the Veteran's Service Officer – Jonn Melrose.

VIII. ADJOURNMENT @ 4:45 PM

There being nothing further to come before the Commission, it was moved by **LeDoux** and seconded by **Costa** to adjourn the meeting.
Motion Carried Unanimously.

The next regular meeting will be in on **Monday – May 12, 2014 –** Placer County Human Services employment Services Conference @ 1000 Sunset Blvd., Suite 100 Rocklin, CA 95603 commencing @ 3:00 PM for the Call Center tour.

PLACER COUNTY CIVIL SERVICE COMMISSION

DON NELSON
CHAIR

KELLIE CRAIG
EXECUTIVE SECRETARY